

Notice of Past Due Account

First Notice

- 🔊 This “First Notice of Past Due Account” provides a “friendly” written reminder to your customer that their invoice amount is still owed.
- 🔊 We provide three notice letter forms:
 - This First Notice is a friendly reminder that the amount is due. Your customer may have failed to pay for an innocent reason, like losing the invoice or a mistake in their accounting department – this acts as a friendly reminder. You may need to send the invoice again.
 - The second and third notices are progressively stronger in tone.
 - The third / final notice presumes that your customer is well aware of their balance due and is simply refusing to pay or does not have the money. Again, pick up the phone...
- 🔊 You “paper trail” is crucial for prevailing in legal matters and written notices are helpful for providing permanent records of your efforts to collect. Nevertheless we recommend that you also pick up the telephone and contact your customer to try to determine why payment is delayed.
- 🔊 You would do well to document every call you make, to whom you called, time of days, message left, etc.
- 🔊 See also the “Small Claims Court Worksheet” in the event this is going to get ugly.

From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🚫 **Do Not Use This Agreement 'As-Is.'**
- 🚫 **This Agreement Is Not Legal Advice.**
- 🚫 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🚫 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🚫 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

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We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


- Please visit our website under [Expert Referral Network](#).

Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

[Company Legal Name]

[Address] * [City], [State] [Zip Code]

[Telephone] * [WebSite Address]

[Date]

[Customer]

[Customer's Address]

Dear [Customer],

Re: **Past Due Account ~ First Notice**

We are pleased with the relationships we build with our customers.

To encourage and promote these relationships, we often provide credit to our customers to allow more convenience and flexibility.

This notice concerns the balance due from you which we have never received...

- Invoice Number [Invoice Number]
- Invoice Date **[Invoice Date]**
- Invoice Amount **\$000,000.00**

Unfortunately, we cannot extend credit any further.

It would be greatly appreciated if you would pay this invoice as soon as possible.

If you have already made payment, please disregard this notice and accept our apologies.

We appreciate your immediate attention to this matter.

Thank you very much.

Warm regards,

[Owner/Founder]

[Title]

[Company]